



U.S. Department  
of Veterans Affairs

Veterans Health Administration  
Washington DC 20420

RE: FOIA Request 19-06210-F

April 15, 2019

Ms. Jennifer Brier  
[71440-18760924@requests.muckrock.com](mailto:71440-18760924@requests.muckrock.com)

Dear Ms. Brier:

This letter acknowledges receipt of your April 4, 2019 Freedom of Information Act (FOIA), 5 U.S.C. § 552, request submitted to the Department of Veterans Affairs (VA), Veterans Health Administration (VHA) Central Office FOIA Office electronic FOIA mailbox, [vhafoia2@va.gov](mailto:vhafoia2@va.gov) for a copy of VA Circular 10-89-35, subject: Establishment and Utilization of Addiction Therapist, GS-101 Positions.

Your FOIA request was received by my office on April 4, 2019 and assigned the FOIA tracking number of 19-06210-F. Please include this tracking number in all future communications concerning this FOIA request. In addition, your request was placed in the simple processing category. VA uses two processing tracks in addressing a request for records: simple and complex. This classification is based on the amount of work and/or time required to process a request. The simple processing track is the faster of the two tracks.

We will search for records responsive to your FOIA request that were gathered or created by the VHA Central Office on or before April 15, 2019. When we have completed our search for records responsive to your FOIA request, we will send you another letter telling you the results of that search and our next step in processing your request.

Your request has been assigned to Ms. Barbara Swailes of my staff. If you have any questions about your request, you may contact Ms. Swailes at (319) 383-2609.

Sincerely,

Michael B. Sarich, JD  
Director, VHA FOIA Office